



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0904N18

HUMAN RESOURCES MANAGER I

Opening Date: September 17, 2018 **Closing Date:** October 5, 2018

Salary: \$58,666 - \$73,332 - \$87,998 (Minimum – Midpoint - Maximum)
Pay Grade 19*

Recruiting For: **Administrative Office of the Courts**

Location: City of Wilmington (**Please check this location on your application**)
The Renaissance Centre located directly across from the New Castle County Courthouse

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: Develops, recommends, evaluates, and implements human resources policies, procedures, and related activities for the Judicial Branch; plans, organizes, coordinates, and implements human resources functions relating to the Supreme Court, Court of Chancery, Administrative Office of the Courts, and related agencies; supervises subordinate staff; provides technical guidance, direction, and information to senior management and court administration within the Judicial Branch; advises management and others on human resources problems and issues by identifying and resolving problems and needs and ensuring that related goals and objectives established in accordance with the overall mission of the Administrative Office of the Courts are met.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Possession of a Bachelor's Degree or higher in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science, or related field; OR possession of a SPHR, PHR, IPMA-CP, IPMA-CS, or equivalent professional human resource certificate; OR, for current State employees, the Office of Management and Budget Human Resource Certification.
2. Three years experience in human resource management applying human resource theories, principles, and models to the administration of at least one of the following functional areas: labor/employee relations, benefits, job classification, compensation analysis, pension, recruitment, selection, or EEO/AA.

3. Six months experience in policy administration which includes planning, developing, implementing, and evaluating policies and procedures.
4. Six months experience in establishing goals, objectives, and priorities in accordance with an organization's overall mission.
5. Knowledge of staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
6. Ability to communicate courteously and effectively, both orally and in writing.

Preferred Qualifications: Please address the preferred qualification separately on the Minimum Qualifications page of the application. Applicants who do not possess the preferred qualification will still be eligible for this position if minimum qualifications are met.

1. Knowledge of, and experience with, PeopleSoft human resources/benefits/payroll products, in particular the State of Delaware PHRST system.
2. Possession of a Master's Degree in Human Resource Management, Public Administration, Business Administration, Psychology, Sociology, Behavioral Science, Political Science, or related field.
3. A minimum of at least five years experience in human resource management.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on "apply" next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**